

ROUTING AND TRANSMITTAL SLIP

23 July 1981

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	ADD/A	H	7/24
2.	DD/A	O	7/28
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Bill and Harry:

I am very proud of a Clerical Manual recently produced by my senior clerical people. I thought you would be interested in seeing it.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

4E-60 Hdqs

Phone No.

Director of Security

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA

DDA REGISTRY

FILE: *Security - 4*

DDA 81-1579

28 July 1981

MEMORANDUM FOR: Director of Security
FROM: Harry E. Fitzwater
Deputy Director for Administration
SUBJECT: Office of Security Correspondence Handbook

I have reviewed the subject handbook and must commend the individuals who were responsible for its preparation. Please advise them that I believe it is a very good example for others to follow in the clerical area of work.

Harry E. Fitzwater

Harry E. Fitzwater

DDA:HEFitzwater:kmg (28 Jul 81)

Distribution:

Orig - D/Sec

1 - DDA Subj

1 - DDA Chrono

1 - HEF Chrono